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### DUTIES AND RESPONSIBILITIES OF THE RECORDS MANAGEMENT OFFICER

The Records Management Officer serves as a professional executive manager in the establishment and continuing maintenance of the total records management program. In implementing the Agency's decentralized records management program, the RMO delegates authority to records personnel within area of jurisdiction as authorized and provided for in Agency regulatory issuances, directorate and internal office records program policies and procedures. The records management functions are separate from other assigned service functions such as registry operations or support duties. The Records Management Officer is responsible for the economical and efficient management of the records program providing effective controls over the creation, maintenance, and disposition of records. The following duties and responsibilities are applicable to the records management functions in accordance with the complexity of the program's requirements and delegation of authority within the area of jurisdiction.

1. Coordinates on developing and revising procedures in the  
\* and other applicable  
records series / official regulatory issuances. Recommends amendments and develops other new procedures as required. Studies internal program needs and develops procedures as needed. Monitors compliance with established procedures and regulations.

2. Conducts surveys, inventories and studies relating to all phases of the records program. Analyzes and evaluates content, purpose, maintenance, and disposition. Determines need and feasibility of changes, new approaches and development in manual, automated, and photographic systems, activities, methods, etc. Determines cost savings, better working

conditions, and other benefits. Recommends changes when justified. Using these surveys, prepares various reports, Records Control Schedules, Records Retention Schedules, and Vital Records Schedules. Monitors schedules for office compliance and reviews for required revisions.

3. Directly or indirectly supervises subordinate records personnel, as appropriate, reviewing production and quality of work produced. Serves as the rating officer or makes additional comments in addendums to the performance reports and other appropriate recognition citations for exemplary performance by personnel handling records functions.

4. Participates in the selection and nomination of qualified personnel for records and registry positions within area of jurisdiction.

5. Maintains liaison with senior operating officials of area and of jurisdiction, other area records management personnel.

6. Attends records management meetings, serves as members or alternates on boards, task forces, etc., as required and briefs home area personnel on the substantive information acquired from the meetings.

7. Acts as central point of reference and assistance in matters of records requirements, reporting, basic research, and sources of available information.

8. Keeps familiar with information collections and machine programs throughout the Agency. Determines the types and amount of information available, its accessibility and physical adaptability for required needs and formats for presentation. Coordinates the

updating of special requirements used by other Agency components to furnish customers with information needed for operations and reference.

9. Keeps informed on new and available techniques, equipment and advancements in records management by attending training courses, conferences, and seminars. Recommends other personnel for appropriate records training and provides on-the-job training to personnel working with records.

10. Where applicable, provides headquarters guidance to field sites and makes trips to areas requiring assistance in records problems at the site. Ensures that holdings are kept to a minimum consistent with need and emergency destruction facilities.

11. Provides guidance for mail management, systems, schedules and other routine procedure and control functions of offices and registries. Does not become directly involved in or participate in services provided to the customers by these offices or registries.

12. Assists offices with records problems where there is no officially assigned Records Management Officer.

13. Obtains appropriate coordination on documents involved in the classification and declassification program established by Executive Order 11652 issued on 8 March 1972.

14. Is responsible for records creation, providing guidance in correspondence management, reproduction and control of number of copies, and monitoring, guiding and controlling the selection, replacement, and purchase of reproduction equipment and word processing equipment.

15. Promotes reports management by reviewing and analyzing procedures which require or justify the preparation of reports. Studies deficiencies of reported information, duplication of information with other reports, cost, and purpose of reports for possible consolidation, improvement through redesign and content, or obsolescence.

16. Controls, reviews, coordinates and/or approves <sup>\*(\_\_\_\_\_, prior to directorate RMO and RAB approvals,)</sup> the development, reprints, design, revision, obsolescence, consolidation, and reproduction of new and revised forms under the Agency's decentralized forms program. Conducts preacceptance testing of new forms, maintains stock levels of internally stocked forms and reviews forms annually to consider elimination of obsolete forms.

17. Monitors, assists, and provides guidance in developing appropriate file systems, file plans, recommends appropriate filing equipment, standardization of filing supplies, and uniformity of format to effect cost controlled file operations.

18. Reviews, surveys, coordinates and approves <sup>\*(\_\_\_\_\_, prior to directorate RMO and RAB approvals,)</sup> the procurement and replacement of new safe equipment, supply cabinets, shelving, conversions from safe storage to secure areas or vault storage, standard supplies and other records program-related equipment. Advises and arranges for appropriate equipment and supplies after establishing need and feasibility through surveys.

19. Monitors volume control and condition of records. Provides guidance in reviews for purging, consolidating, records retirement, possible application of microfilming, and establishing methods for improved maintenance to effect increased efficiency and reduce costs.

20. Monitors, provides guidance, controls, and validates the preparation and shipment of records being retired to the Records Center

and being deposited into the Vital Records repository. Authorizes records transfers. Maintains master control records for vital records deposits and records retirements. Provides assistance in retired records retrieval and reference service according to procedures established in cooperation with the Records Center. Makes periodic reviews when disposition authorization dates become due for further action. Audits Vital Records Program for appropriate content, completeness, and schedule compliance. Reviews supplementary distribution collections stored at Headquarters and Records Center to reduce copies on hand based on past history of issued copies to requesters.

21. Monitors, provides guidance, and assists move coordinators in the orderly transfer, final disposition, and accountability of records and filing equipment involved in office reorganizations or terminated offices. Reports custodial data to Agency components directly concerned with equipment and record transfer controls.

22. Complies with further detailed and delegated authorities, duties and responsibilities as prescribed in the individual records programs of Directorates and Independent Offices where specialization imposes diverse functional requirements.